

**COMMITTEE AMENDMENT FORM**

**DATE 3/13/13**

**COMMITTEE FINANCE/EXECUTIVE**

**PAGE(S) \_\_\_\_\_**

**ORDINANCE I. D. \_\_\_\_\_**

**SECTION(S) \_\_\_\_\_**

**RESOLUTION I. D. #13-R-0445**

**PARAGRAPH(S) \_\_\_\_\_**

**AMENDMENT: AMENDS THE LEGISLATION BY ADDING THE BACKUP**  
**INFORMATION**

**A RESOLUTION  
BY FINANCE EXECUTIVE COMMITTEE**

13- R-

**13- R -0445**

**A RESOLUTION AUTHORIZING THE CONTINUED REEMPLOYMENT OF CITY RETIREE GLORIA PETERS AS A PLANS REVIEW SPECIALIST, SENIOR IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FOR THE OFFICE OF BUILDINGS, PURSUANT TO SECTION 3-505 (C ) OF THE CHARTER OF THE CITY OF ATLANTA, GEORGIA; FOR A PERIOD OF NOT MORE THAN 120 DAYS; AND FOR OTHER PURPOSES.**

**WHEREAS,** Ms. Gloria Peters retired from the City of Atlanta, Department of Planning and Community Development in good standing on April 25, 2012; and

**WHEREAS,** Section 3-505 (c) of the Charter of the City of Atlanta authorizes that the City may reemploy a retiree for any single period of time, or any several periods of time, which shall not exceed 520 business days whether continuously or in separate days of employment for the purpose of availing the City of some particularized skill possessed by said retiree; and

**WHEREAS,** Gloria Peters possesses particularized code enforcement and plans review skills needed by the Department of Planning and Community Development; and

**WHEREAS,** the Department of Planning and Community Development desires to retain the services of Ms. Peters and her specialized skills in a position of Plan Review Specialist, Senior for an additional 120 days; and

**WHEREAS,** the Department of Planning and Community Development and Ms. Peters have mutually agreed to her reemployment as a Plans Review Specialist, Senior in the Office of Buildings; and

**WHEREAS,** pursuant to Charter Section 3-505(c) (3), "Single or concurrent multiple reemployment periods shall not exceed 120 business days without reauthorization by City Council" and

**WHEREAS,** Ms. Peters has been authorized to serve for one 90 business day period pursuant to Resolution # 12-R-0897 which was adopted on July 2, 2012 and approved on July 11, 2012 and for one 120 business period pursuant to Resolution # 12-R-1596 which was adopted on November 19, 2012 and approved November 28, 2012; and

**WHEREAS,** the Department of Planning and Community Development desires to reauthorize the continued reemployment of Gloria Peters for an additional 120 business day period.

**NOW, THEREFORE, BE IT RESOVED BY THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA as follows:**

**Section 1:** The Mayor or his designee is hereby authorized to reemploy Ms. Gloria Peters in the Office of Buildings as a Plans Review Specialist, Senior in an extra help capacity without

benefits, for a period not to exceed one hundred and twenty (120) days at a rate of pay \$61,900 per year as authorized by Section 3-505 (c) of the City Charter. Said continued reemployment to be effective at the expiration of the existing 120 business day period, estimated to begin on April 26, 2013.

**Section 2:** All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

Committee of Purview:

Caption:

A \_\_\_\_

Council Meeting Date:

Requesting Dept.:

FAC Confirmed by:

**B. To be completed by the department:**

1. Please provide a summary of the purpose of this legislation (Justification Statement).

*Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.*

The purpose of this legislation is \_\_\_\_\_.

2. Please provide background information regarding this legislation.

*Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.*

\_\_\_\_\_.

3. If Applicable/Known:

(a) Contract Type (e.g. Professional Services, Construction Agreement, etc): NA

(b) Source Selection:

(c) Bids/Proposals Due:

(d) Invitations Issued:

(e) Number of Bids:

(f) Proposals Received:

(g) Bidders/Proponents:

(h) Term of Contract:

4. Fund Account Center (*Ex. Name and number*):

Fund: \_\_\_\_\_ Account: \_\_\_\_\_ Center: \_\_\_\_\_

5. Source of Funds: *Example: Local Assistance Grant*

6. Fiscal Impact: None.

*Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.*

7. Method of Cost Recovery:

*Examples:*

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: \_\_\_\_\_



KASIM REED  
MAYOR

**CITY OF ATLANTA**  
**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**  
55 Trinity Avenue, S.W. SUITE 3900 – ATLANTA, GEORGIA 30303  
404-330-6150 – FAX: 404-658-6979  
<http://www.atlantaga.gov/Government/Planning/burofbuildings.aspx>

James E. Shelby  
Commissioner

Don Rosenthal, MBA, CBO  
Director  
Office of Buildings

**MEMORANDUM**

**TO:** Finance Executive Committee

**FROM:** James Shelby, Commissioner Planning & Community

**DATE:** March 13, 2013

**SUBJECT:** Re-employment of Gloria Peters

**CC:** Terri M. Lee, Deputy Commissioner Planning & Community Development  
Don Rosenthal, Director Office of Buildings  
Linda Goodman, Business Manager  
Crystal Shingle, HR  
File

Gloria Peters will continue to assist with a number of Office of Buildings (OOB) processes and will continue to provide assistance for the existing and new staff along with the following responsibilities:

<b>TASK</b>	<b>Anticipated Completion Date</b>
Continue to provide training and assist the Zoning Staff with complex plan reviews, interpretations of zoning code, code amendments, conditional zonings, zoning appeals, variances, research, etc.	12/30/13
Assist Zoning Inspectors with complex zoning issues, complaints, customer meetings, site inspections, etc.	4/15/13
Continue to train Zoning Staff on conducting sign plan reviews for multi-message signs, business identification signs, general advertising signs, LED Signs, etc.	9/30/14
Provide expert advice as needed for legal non-conforming issues.	12/30/13
Provide assistance in cataloging/documenting legal non-conforming uses throughout the entire City of Atlanta, i.e. Adult Businesses, Multi-message General Advertising Signs, Large Non-conforming Business Identification Signs, Non-conforming Parking Lots, etc.	9/30/14
Assist with the implementation of documenting legal non-conforming uses and structures in the Accela Software System so that it will automatically populate by addresses that the staff may avoid mistakes in the issuance of building and sign permits.	12/30/14
Continue to assist with zoning plan reviews to meet the goals and targets of the weekly dashboard.	12/30/14
Assist with the reviews of city business license (currently Zoning assists an average of 30-50 customers per day) with the duties of inputting data entries in the Accela Software System, invoices the customer and conduct application reviews for approval	12/30/14



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MAYOR

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James E. Shelby  
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Don Rosenthal, MBA, CBO  
Director  
Office of Buildings

**MEMORANDUM**

**TO:** Finance Executive Committee  
**FROM:** James Shelby, Commissioner Planning & Community  
**DATE:** March 13, 2013  
**SUBJECT:** Gloria Peters Task Accomplishments  
**CC:** Terri M. Lee, Deputy Commissioner Planning & Community Development  
Don Rosenthal, Director Office of Buildings  
Linda Goodman, Business Manager  
Crystal Shingles, HR  
File

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Gloria Peters has addressed and resolved hundreds of issues during her brief period of re-employment with the city. Most of these issues are well documented via:

- 1) E-mail messages (**approximately 200 per month**)
- 2) Plan Review and Approvals – Documented in Accela records (**80 per month**) Plan review and approvals done as training sessions
- 3) Attendance at public meetings and internal meetings for input and incite (**30 per month**)
- 4) Daily zoning interpretations via telephone, letters, etc. for land use matters including signs and legal non-conforming uses. (**approximately 250 per month**)
- 5) Permit technician training sessions (**As of today, 11 of 14 Permit Technicians have received certification**)
- 6) Continuous zoning training for Zoning Enforcement Chief, inspection staff, and plan review staff (**this training has allowed the zoning staff to reach and maintain a 100% dashboard target**).
- 7) Written justification for personnel (This effort has allowed the office to hire additional staff to adequately meet the needs of the Office which has helped to meet the customer needs.
- 8) Drafts and proposals for OOB processes continue to be in process.
- 9) Assisted the zoning legal counsels with on-going legal matters such as: **Lamar Outdoor Advertising versus City of Atlanta, whereby city prevailed and Clear Channel Outdoor Advertising versus City of Atlanta, a Board of Zoning Adjustment Appeal whereby the Zoning decision was sustained.**
- 10) Assisted with numerous responses to related inquires via the citizens of Atlanta, Mayor's Office, Atlanta City Council and other government agencies (**approximately 30 per month**)
- 11) **Cataloged all adult businesses in the City of Atlanta which entailed a great deal of research, institutional memory, photographing, etc. (CATALOG ON FILE IN ZONING DIVISION). This information is essential for the existing staff since it is imperative that the distance regulations from residential, other adult businesses, etc., are observed.**
- 12) Other daily assignments from the Director and Assistant Directors have been completed.

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE BYRD

Dept.'s Legislative Liaison: Mary Miller

Contact Number: 404-330-6691

Originating Department: DPCD

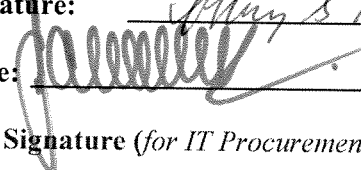
Committee(s) of Purview: Finance/Executive

Chief of Staff Deadline: February 22, 2013

Anticipated Committee Meeting Date(s): March 13, 2013

Anticipated Full Council Date: March 18, 2013

Legislative Counsel's Signature: 

Commissioner's Signature: 

Chief Information Officer Signature (for IT Procurements) \_\_\_\_\_

Chief Procurement Officer Signature: \_\_\_\_\_

CAPTION

**A RESOLUTION**

**BY FINANCE/EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE CONTINUED REEMPLOYMENT OF CITY RETIREE GLORIA PETERS AS A PLANS REVIEW SPECIALIST, SENIOR IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FOR THE OFFICE OF BUILDINGS, PURSUANT TO SECTION 3-505 (C) OF THE CHARTER OF THE CITY OF ATLANTA, GEORGIA; FOR A PERIOD OF NOT MORE THAN 120 DAYS; AND FOR OTHER PURPOSES.**

FINANCIAL IMPACT: (if any)

Mayor's Staff Only

Received by CPO: \_\_\_\_\_  
(date)

Received by LC from CPO: \_\_\_\_\_  
(date)

Received by Mayor's Office: 2.22.13 DP  
(date)

Reviewed by:   
(date)

Submitted to Council: \_\_\_\_\_ (date)